



November 9, 2009

DCPS Employees,

Open Enrollment 2010 begins today! This is an opportunity for all employees to make changes to their benefits elections for the upcoming plan year. This year, the open enrollment season will be available through Monday, December 14, 2009.

Election changes that you can make include enrolling or opting out of health, dental, optical, long-term disability, short-term disability and flexible spending benefits. For participants with Flexible Spending and Dependent Care Accounts, it is required that you enter your annual contribution amounts.

I strongly encourage each of you to take this opportunity to review your current benefits elections, beneficiaries for life insurance, and to update your personal information through Employee Self Service. Access Employee Self Service through this site: <https://pshcm.dc.gov>.

We are pleased to announce several new plan offerings during this open enrollment period:

- Aetna Preferred Provider Option (PPO) health plan available to employees hired after 10/01/1987
- AFLAC Supplemental Insurance available to all employees
- Pre-tax Commuter Benefit available to all employees
- 403(b) Tax Shelter Annuities will now be available to all employees

Additionally, there are several new features for this enrollment period:

- Paperless enrollment for all employees
- Ability to access Employee Self Service from any computer (including home)
- A confirmation email will be sent to employees to verify elections for all changes made during Open Enrollment

The Office of Human Resources will host two (2) Open Enrollment Fairs. Employees will be able to meet with vendors, collect information, and complete their online enrollment with assistance from HR staff. The fair dates are as follows:

Saturday, November 21 st	9am – 12pm	Walker Jones Educational Campus 1125 New Jersey Avenue, NW
Saturday, December 5 th	9am – 12pm	Luke C. Moore Academy 1001 Monroe Street, NE

For additional information on benefits provided, 2010 premium rates, and additional information visit www.dcps.dc.gov and select the Human Resources link.

If you have not registered with PeopleSoft go to <http://eprofile.asmp.in.dc.gov/> and complete the steps for new registrants. Your username and password will be sent to the email address you provide.

If you experience any technical difficulties with logging on, or registering for PeopleSoft, please call the PeopleSoft helpdesk at 202-727-8700.

Should you need additional information related to any of the information in this memorandum, please contact the Office of Human Resources Helpdesk at 202-442-4090.

Michelle Rhee

Chancellor